

SECRET

21 MAY 1958

MEMORANDUM FOR: Executive Officer
Office of the Director

SUBJECT: Report of Records Management Survey
Office of the Director

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1. Attached is a survey report prepared by Mr. George [redacted] of this staff in accordance with your request for a study of the mail and records activities of ODCI.

2. The cooperation and assistance given by your staff during the survey made it possible to develop several recommendations pertinent to the efficiency of your mail and file operation which, I believe, you should consider.

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3. In order to minimize any interruption to services during a change over, [redacted] will be available to assist in installing the recommendations you accept.

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Signed 21 MAY 1958

[redacted]
Chief, Management Staff

Attachment:
Survey Report

Distribution:

- Original and 1 - Addressee
- 1 - Records Management
- 1 - Management Staff
- 1 - Management (Chrono)

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Man. Staff [redacted] skm (16 May 1958)

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